

Organization:	Springboard HealthLab
Position:	Program Manager, The Academy
Salary:	\$85,000
FTE:	Full-time
Deadline:	Open until filled. Position as soon as filled.

**Position Overview**

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The Program Manager will oversee The Academy Program. The Academy’s training program is a free health education program offered in Spanish and English and designed for people with lived experience who are entering the workforce and for community health workers. The Academy training program focuses on sexual health and drug user health curriculum, with a major focus on health equity. The Academy partners with SFDPH Learning Management System (LearnSFDPH) and supports developing and curating high-quality training for the LearnSFDPH website. The Program Manager will work closely with SFDPH, community organizations, and other stakeholders to ensure the LearnSFDPH website holds content to strengthen the workforce and meet the workforce's needs. The Project Manager reports to the Community Health Leadership Initiative (CHLI) Director.

**Job Description**

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Overall

- Provide leadership and guidance for The Academy program and work closely with the CHLI Director and stakeholders to develop the overall vision and implementation of the Academy
- Oversee the implementation of all aspects of The Academy, including but not limited to developing training curriculum, managing logistics, creating content for the site, partnership development, and website development
- Coordinate in-person and online training for people with lived experience who are entering the sexual and drug-user health field and people who are new to the field

- Managing and disseminating communications and a monthly newsletter to coordinate communications about The Academy training, LearnSFDPH, and partner training and workforce development programs
- Exercise sound judgment in navigating multi-stakeholder partnerships, reconciling competing priorities, and managing difficult conversations
- Apply health equity principles and an antiracist lens in The Academy implementation
- Maintain positive working relationships and effective communications with the funder (SFDPH) and other stakeholders
- Prepare presentations, reports, and other deliverables as requested or required by the funder or other stakeholders
- Design and oversee the quality assurance and evaluation component of training delivered
- Develop the structure and content for the Learn SFDPH site and oversee uploading and designing content for the website
- Supporting trainers to create online interactive training content
- Design and implement other new projects as opportunities arise

#### Partnerships and Coordination

- Coordinate with SFDPH's Center for Learning and Innovation to install and organize training on the Learning Management System and make them available to community members
- Develop new and innovative partnerships both in the HIV/HCV/STI and drug-user health sector to gain quality content for the site

#### Community Health Leadership Initiative

- Work closely with the CHLI Director and CHLI Team to complete tasks as assigned

### **Skills and Experience**

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#### Required Skills and Experience

- Bilingual (English/ Spanish). Excellent verbal and written communications skills required in English and Spanish

- Recognizing that talent does not always depend on academic degrees or years of experience, we have no minimum qualifications in these areas. However, this is not an entry-level position, and requires proficiency in complex program management.
- Experience working in or with the HIV/HCV/STI and drug-user health sector in San Francisco
- Self-starter with an entrepreneurial or growth mindset
- Outstanding ability to cultivate and nurture relationships and partnerships
- Strong project management skills, with an ability to multi-task and be flexible in the face of competing priorities
- Bring a strategic lens to program development and decision-making
- Ability to recognize opportunities when they present themselves and leverage them to support program goals
- Excellent communication and presentation skills, both written and oral, with the ability to craft clear and persuasive communications strategies for specific audiences.
- Ability to analyze a situation/context and propose strategic approaches and solutions
- Well-versed in health equity principles
- Commitment to engage in anti-racism work
- Ability to move work forward independently, with general guidance
- Proficient with MS Office applications (Word, Excel, PowerPoint) and web-or app-based communication platforms (e.g., Zoom, Slack), and comfortable learning new technology

#### Desired Skills and Experience

- Experience in the training and capacity-building arena is strongly preferred
- Experience supporting trainers to build online training content
- Experience working for or with a health department and/or a community-based organization

### **Additional Information**

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- Springboard HealthLab ([springboardhealthlab.org](https://springboardhealthlab.org)) is a virtual workplace with no physical office. All of our staff work from their homes, but we work hard to foster a remote supportive team environment.

- Our mission is to be an incubator for fledgling programs and projects that need a temporary home where they can be developed and nurtured.
- Funding for this position is guaranteed through June 2024.
- Springboard HealthLab offers a benefits package with health, dental, and vision insurance, paid vacation and sick time, 11 paid holidays, long-term disability insurance, and more.

## Application Instructions

***People of color and people with lived expertise in communities affected by health inequities are strongly encouraged to apply. We value the unique experiences, strengths, and perspectives that the applicant will bring to this position. Therefore, we will take into account not just academic training but also real work and life experience, engaging in a holistic review of each applicant's personal and professional experience, skills, and values.***

Please submit the following to Katie Faulkner, CHLI Director at [apply@springboardhealthlab.org](mailto:apply@springboardhealthlab.org):

- Cover letter addressing the following:
  - Explain what specifically interests you about the position
  - Highlight a few unique qualities or assets that you would bring to the position
- Resume/CV
- Three references with contact information (current or former supervisors or co-workers, professors or teachers, or other professional references welcome) - note: references will not be contacted without candidate's knowledge